

Office of Superintendent of Public Instruction

iGrants User Training Manual

iGrants User Manual - District

Last updated: November 1, 2012

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Introduction

The Office of Superintendent of Public Instruction (OSPI) uses an Internet-based system — iGrants — to collect data from Washington State school districts for a variety of federal and state grant applications, competitive grants (RFPs), and end-of-year reports.

Training Manual Purpose

In an effort to make iGrants a more user-friendly system, enhancements are ongoing. This training manual serves as an introduction to operate the iGrants system. This manual is structured so that one can work at his/her own pace by following the system navigation steps. Screenshots are provided to illustrate the various iGrants processes.

Audience

All non-OSPI iGrants users can use this training manual to learn how to operate the iGrants system and generate budget reports and data exports.

Gaining Access to iGrants

The procedures for gaining access to iGrants are listed below.

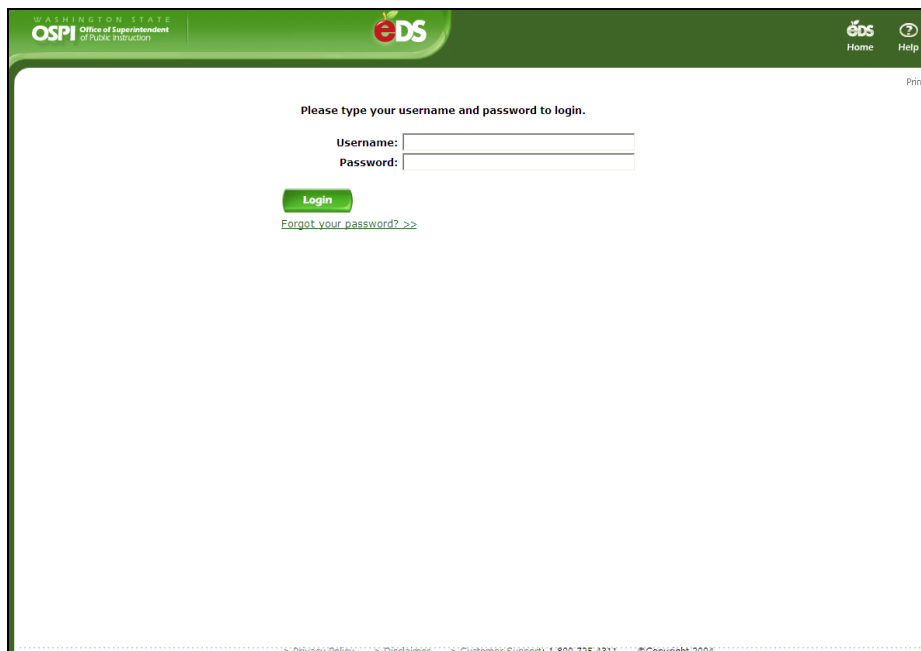
- **School Districts:** All users must contact their district security manager. A list of district security managers is located on the iGrants home page under the **Obtain User Login Credentials** link.
- **All other organizations** (listed below) must contact OSPI Customer Support by calling (800) 725-4311, Option #7 or emailing CustomerSupport@k12.wa.us.
 - ❖ **Educational Service Districts**
 - ❖ **Non-Profit Organizations**
 - ❖ **Colleges and Universities**

1. Logging Into iGrants (All Users)

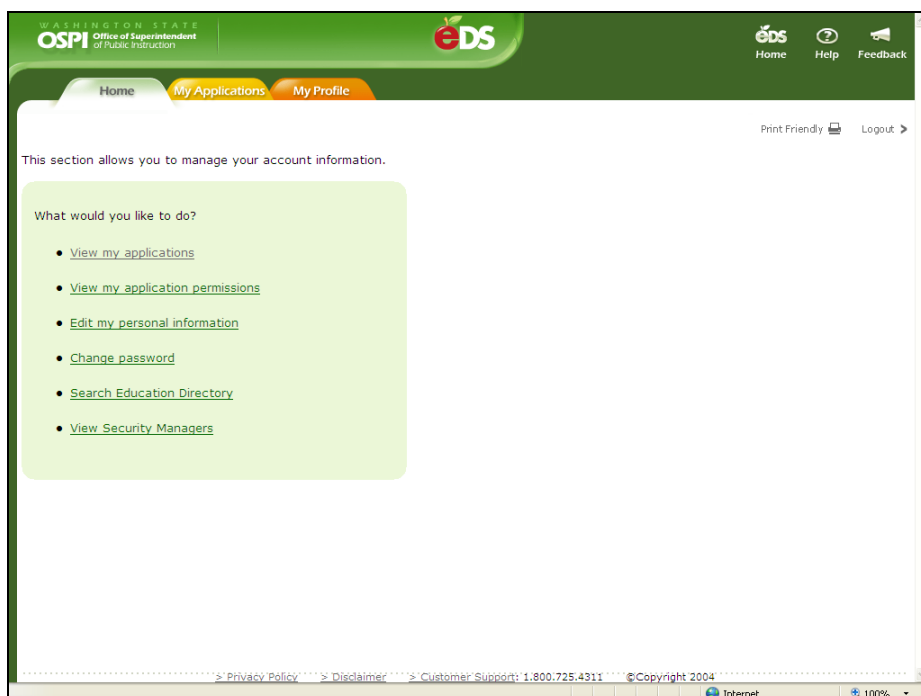
1. From the EDS Login screen, type your **Username** and **Password** and click **Login**.
The EDS Home page opens.

The URL to use is:

<https://eds.ospi.k12.wa.us/Login.aspx>.



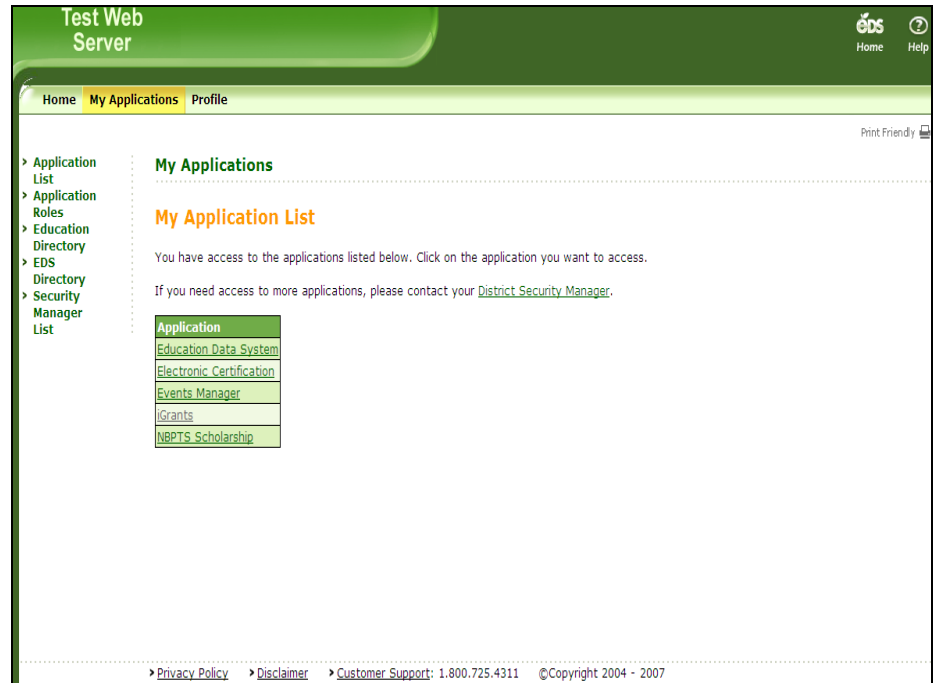
2. From the EDS home screen, click on the **My Applications** tab. The My Application page opens. Clicking on the **View my applications** link will bring up the same list.



- From the My Applications screen, click on the **iGrants** link.

Note:

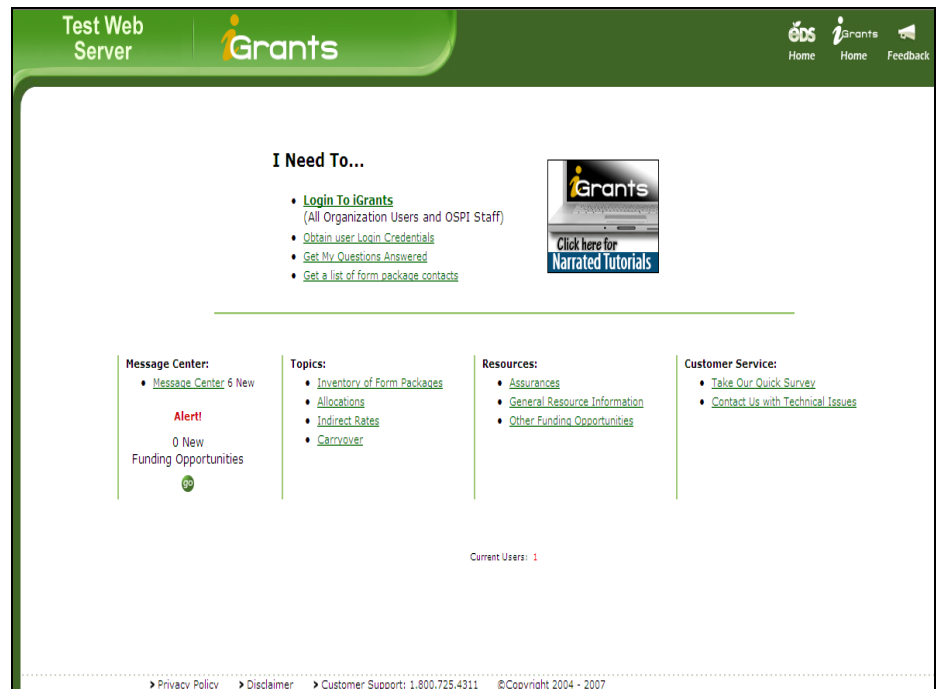
- Each user's My Application List will contain different links. If yours is missing the **iGrants link**, contact your district's data security manager (districts only) or OSPI's Customer Support (all other organizations) at 1.800.725.4311, Ext. 7 and ask to be given iGrants access.



- Clicking iGrants on the My Application page displays the iGrants home page screen. You can click on **Login to iGrants** to go into the iGrants application. (If you have already logged into the EDS system, you are not required to login again, but you must still click the Login link.)

Notes:

- From the iGrants login page, **set a bookmark** to make future logins quicker.
- The EDS applications – which include iGrants – are designed to use **Internet Explorer 6.0** or greater as the Web browser. It is best not to use other browsers. See Appendix A for details about browser settings.



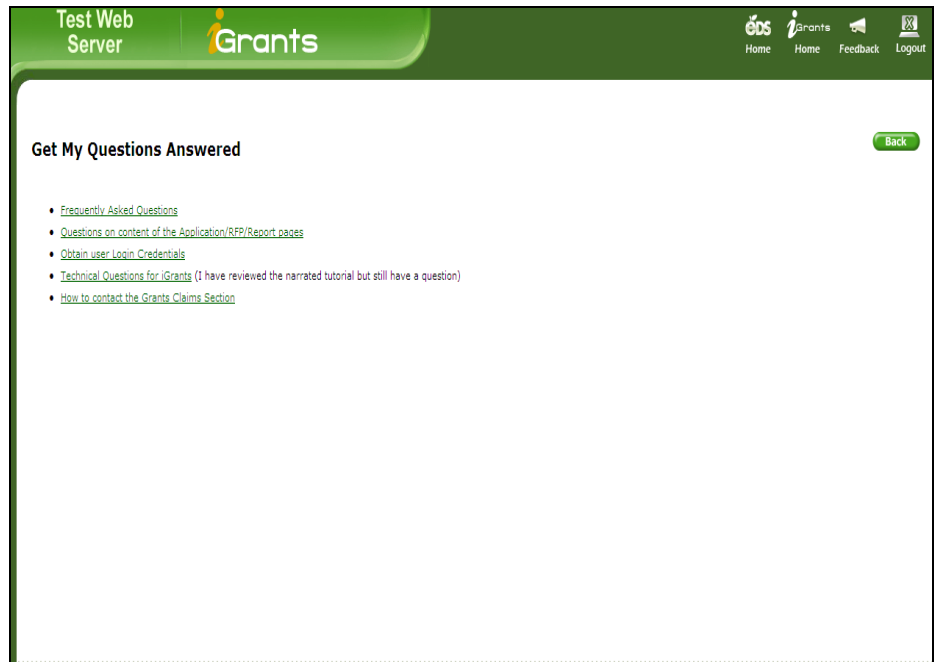
2. iGrants Home Page

2.1 I Need To...

1. Depending upon what you need to do, you can navigate to various pages by clicking the appropriate link from the iGrants home page.

Notes:

- Clicking **Login to iGrants** would take you to the iGrants login page.
- Clicking the following links will display pages with corresponding information:
 - **Obtain user Login Credentials**
 - **Get My Questions Answered**
 - **Get a list of form package contacts**

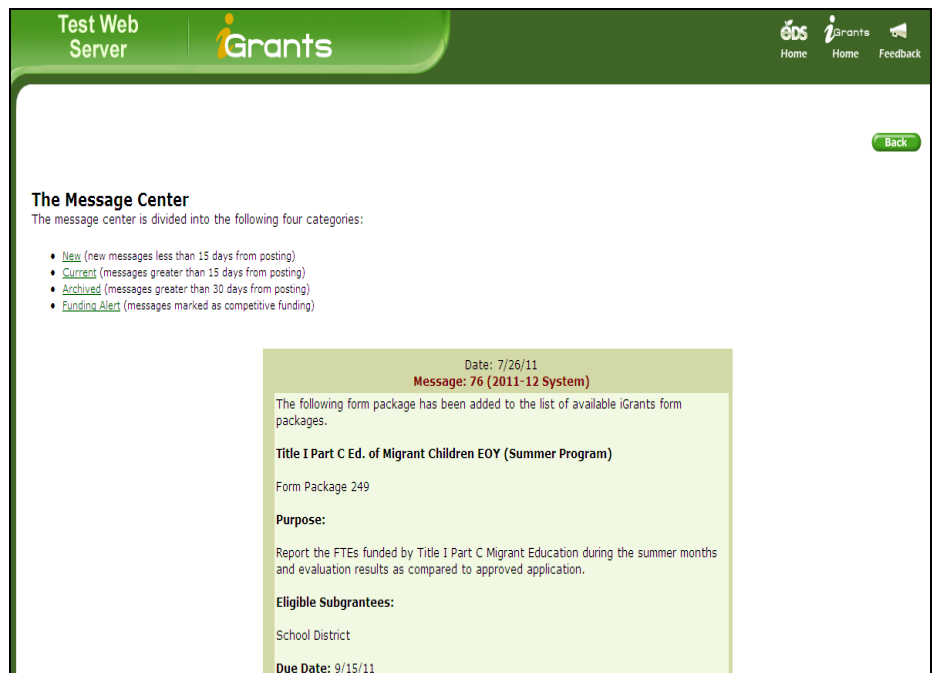


2.2 Message Center

1. Clicking the **Message Center** link on iGrants home page displays the Message Center page which is used to display any New, Current, or Archived messages regarding form package activations.

Notes:

- Click on the appropriate link (**New**, **Current**, or **Archived**) to see messages.
- Click the **Print** icon to print the page.



2.3 Topics

- The iGrants home page also displays links to the following Topics:

- ❖ **Inventory of Form Packages**
- ❖ **Allocations**
- ❖ **Indirect Rates**
- ❖ **Carryover**

Notes:

- Clicking the **Inventory of Form Packages** link displays a list of form package types.
- Use the fiscal year drop-down to see form packages from prior years.

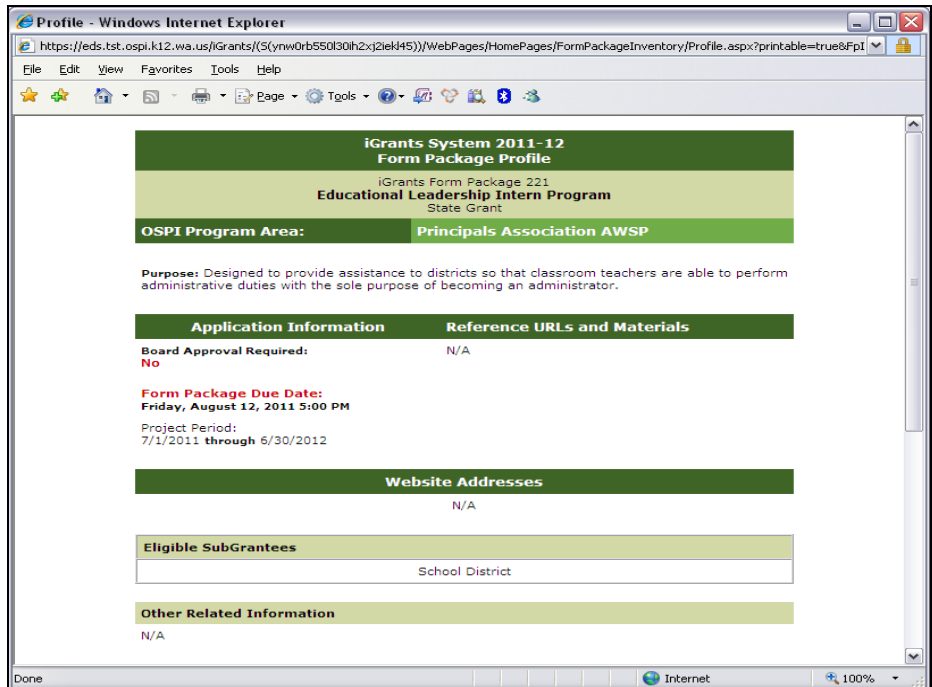
- Clicking the link for **form package type** or **organization** on the Inventory of Form Packages page displays the form package details including contact information for each form package.

Note:

- Click the **Back** button to return to the home page.

FP ID	FP Name/Profile	Type	Audience	Program Area	Status	Activation Date	Due Date	Funding Amounts	OSPI Program Contact	Grant Analyst	Budget Information
221	Educational Leadership Intern Program	State Grant	School District	Principals Association AWSP	Open	6/16/2011	8/12/2011		Linda Thomas AWSP 360.357.7951 linda@aws.org	Staci Brooks Director, Grants Management 360.725.6278 staci.brooks@k12.wa.us	Go
409	Full-Day Kindergarten (Pasco Only)	State Grant	School District	Early Learning	Open	6/22/2011	7/15/2011		Mercedes Eckroth Program Support 360.725.4952 mercedes.eckroth@k12.wa.us		
359	Full-Day Kindergarten (Renewal)	State Grant	School District	Early Learning	Open	6/10/2011	6/27/2011		Mercedes Eckroth Program Support 360.725.4952 mercedes.eckroth@k12.wa.us		
217	Highly Capable Students Program	State Grant	School District	Highly Capable	Open	6/9/2011	7/1/2011	Go	Gayle Pauley Director 360.725.6100 gayle.pauley@k12.wa.us	Steve Shish Apportionment Steve.Shish@k12.wa.us	Go
									Jody Hess Program Supervisor 360-725-6130 Jody.Hess@k12.wa.us		
									Sandy Benedetti Program Support 360-725-6101 sandy.benedetti@k12.wa.us		
218	Learning Assistance Program (LAP)	State Grant	School District	Special Programs and Federal	Open	6/3/2011	7/1/2011	Go	Gayle Pauley Director 360.725.6100	Steve Shish Apportionment Steve.Shish@k12.wa.us	Go

- Clicking the **FP Name/Profile** link or **Go**, the page refreshes to display the form package profile page. The **profile page** gives general information about the form package, including due date, purpose, eligible sub grantees, contact information, etc.



**iGrants System 2011-12
Form Package Profile**

iGrants Form Package 221
Educational Leadership Intern Program
State Grant

OSPI Program Area: Principals Association AWSP

Purpose: Designed to provide assistance to districts so that classroom teachers are able to perform administrative duties with the sole purpose of becoming an administrator.

Application Information **Reference URLs and Materials**

Board Approval Required: No N/A

Form Package Due Date: Friday, August 12, 2011 5:00 PM

Project Period: 7/1/2011 through 6/30/2012

Website Addresses
N/A

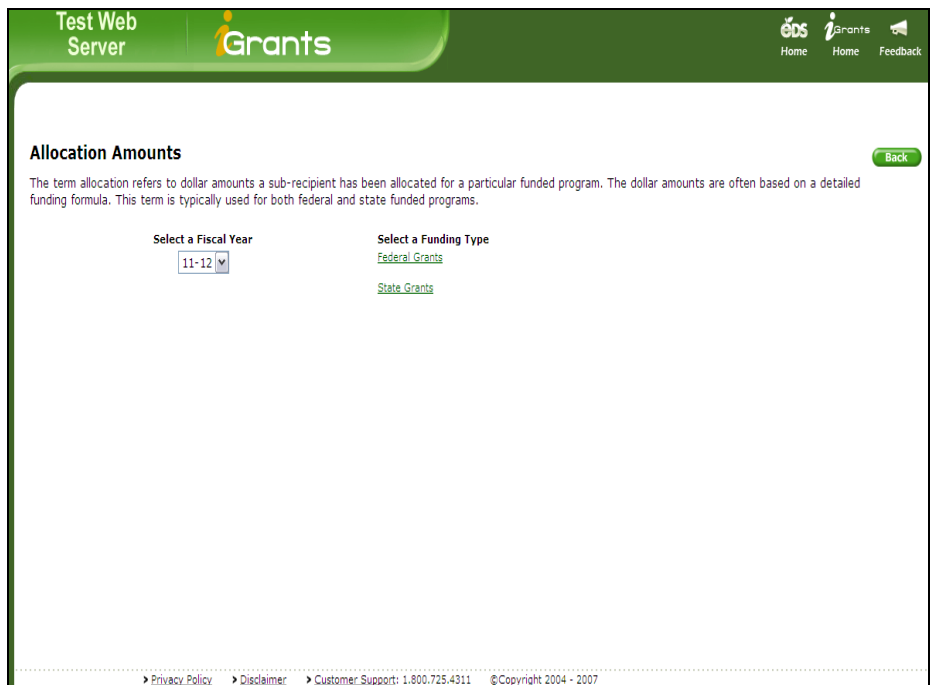
Eligible SubGrantees
School District

Other Related Information
N/A

- Clicking the **Allocation** hyperlink on the iGrants home page displays the **Allocation Amounts** page.

The fiscal year defaults to the current year, but you can use the drop-down filter to view allocations for prior years.

Select **Federal** or **State** grants to generate a report.



Test Web Server **iGrants**

Home Home Feedback

Allocation Amounts [Back](#)

The term allocation refers to dollar amounts a sub-recipient has been allocated for a particular funded program. The dollar amounts are often based on a detailed funding formula. This term is typically used for both federal and state funded programs.

Select a Fiscal Year **Select a Funding Type**

11-12 [Federal Grants](#)

[State Grants](#)

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- Clicking **Select a Funding Type** link on Allocation Amounts page displays allocation amounts for different form packages sorted by organization name.

Notes:

- Click the **Back** button to go back to the home page.
- Click the **Print** icon to open the page in printer friendly view.

Test Web Server **iGrants** Home Home Feedback

Allocations

Federal Funded for 10-11

District	CoDist ID	Organization	Form Package ID	Form Package	Amount
	BGCSP	Boys and Girls Clubs of South Puget Sound	364	21st Century Community Learn Centers (Continuing Awards - Consortium)	\$335,273
	CFIC	Camp Fire USA Inland NW Council	363	21st Century Community Learn Centers (Continuation Awards - District)	\$194,000
	19901	Central Washington University	436	Special Education State Needs Projects	\$264,244
	19901	Central Washington University	436	Special Education State Needs Projects	\$36,033
	CSL	Communities in Schools of Lakewood	540	21st Century Community Learn Centers (New Applicants - District)	\$72,000
	CSCCKG	Community Schools Collaboration of King County	426	21st CCLC Cohort 6 (Continuing Awards - District)	\$410,518
	DECCA	Distributive Education Clubs of America	388	Student Leadership - Federal (Selected Recipients Only)	\$24,000
	32801	Educational Service District 101	209	Title I Part D Subpart 1 N or D State Agency	\$32,158
	32801	Educational Service District 101	231	Title III LEP (Consortium Package)	\$0
	32801	Educational Service District 101	232	Title III LEP (District Package)	\$0
	32801	Educational Service District 101	267	Special Education IDEA-B and Section 619 (District Package)	\$10,167
	32801	Educational Service District 101	267	Special Education IDEA-B and Section 619 (District Package)	\$0
	32801	Educational Service District 101	293	ARRA CSA Ed Tech Support Center (ETSC) ESDs 101, 112, 121	\$13,500
	32801	Educational Service District 101	356	Title I Part D Training Proposal - Mini Grant	\$2,260
	32801	Educational Service District 101	422	Prevention Intervention Services Program (Federal)	\$521,097
	32801	Educational Service District 101	426	21st CCLC Cohort 6 (Continuing Awards - District)	\$409,274
	32801	Educational Service District 101	452	Title I Part D Education Advocate Project	\$91,050
	32801	Educational Service District 101	452	Title I Part D Education Advocate Project	\$91,050

- Clicking the **Indirect Rates** link on iGrants home page displays a page which describes the purpose of the indirect rate followed by a drop-down for fiscal year.

Note:

- The fiscal year defaults to the current year.

Test Web Server **iGrants** Home Home Feedback Logout


Indirect Rates

An indirect rate allowed by most grants helps subgrantees to offset the cost of providing program services. Not all grants allow an indirect rate to be applied. The programs that do allow an indirect rate are based on either a restricted, unrestricted, or state recovery percentage. Indirect cost limits ensure that state and federal moneys are expended for intended uses and for allowable costs. Allowable costs include expenditures directly traceable to the program (direct expenditures) plus a limited allowance for overhead or indirect expenditures.

Select a Fiscal Year

11-12

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- Clicking the  button on the **Indirect Rates** page displays the indirect rates by type for organizations by the selected fiscal year.

Notes:


- Click the **Back** button to return to previous page
- Click the **Print** icon to print the page.

Test Web Server | iGrants

eds iGrants Home Home Feedback Logout

Indirect Rates

for 11-12

[Back](#) 

CoDist ID	Organization	Restricted Rate	Unrestricted Rate	Recovery Rate
14005	Aberdeen School District	0.0325	0.1007	0.1421
21226	Adna School District	0.0315	0.185	0.189
22017	Almira School District	0.0472	0.2447	0.2921
29103	Anacortes School District	0.0256	0.1542	0.1627
31016	Arlington School District	0.0303	0.1296	0.1428
02420	Asotin-Anatone School District	0.3522	0.1563	0.1901
17408	Auburn School District	0.0275	0.1285	0.1344
18303	Bainbridge Island School District	0.0387	0.1741	0.1825
27931	Bates Technical College	0.1	0.0	0.0
06119	Battle Ground School District	0.037	0.1529	0.1529
17405	Bellevue School District	0.0347	0.1573	0.1603
37501	Bellingham School District	0.0357	0.1519	0.1592
01122	Benge School District	0.0349	0.2645	0.3225
27403	Bethel School District	0.0302	0.1311	0.1414
20203	Bickleton School District	0.0502	0.1755	0.1932
37503	Blaine School District	0.0207	0.169	0.1841
21234	Boistfort School District	0.0493	0.2544	0.3788
18100	Bremerton School District	0.0617	0.1948	0.1767
24111	Brewster School District	0.028	0.1863	0.198
09075	Bridgeport School District	0.0449	0.1777	0.1795
16046	Brinnon School District	0.1396	0.3417	0.3205
29100	Burlington-Edison School District	0.0435	0.1724	0.1819
06117	Camas School District	0.0394	0.1492	0.1582
05401	Cape Flattery School District	0.0322	0.1841	0.2159
27019	Carbonado School District	0.0545	0.3034	0.326
04228	Cascade School District	0.022	0.1568	0.1779
04222	Cashmere School District	0.0453	0.1422	0.2018

- Clicking the **Carryover** link on iGrants home page displays the **Carryover Amounts** page.

Notes:

- Select a **Fiscal Year** from the drop-down. The fiscal year defaults to the current year.
- Select a **Funding Type** by clicking on the **Federal Grants** or **State Grants** link.

Test Web Server | iGrants

eds iGrants Home Home Feedback Logout

Carryover Amounts

[Back](#)

The term carryover amounts refers to unspent funds that have been carried over from the previous fiscal year to the next. This term is applied to federal and some state funds.

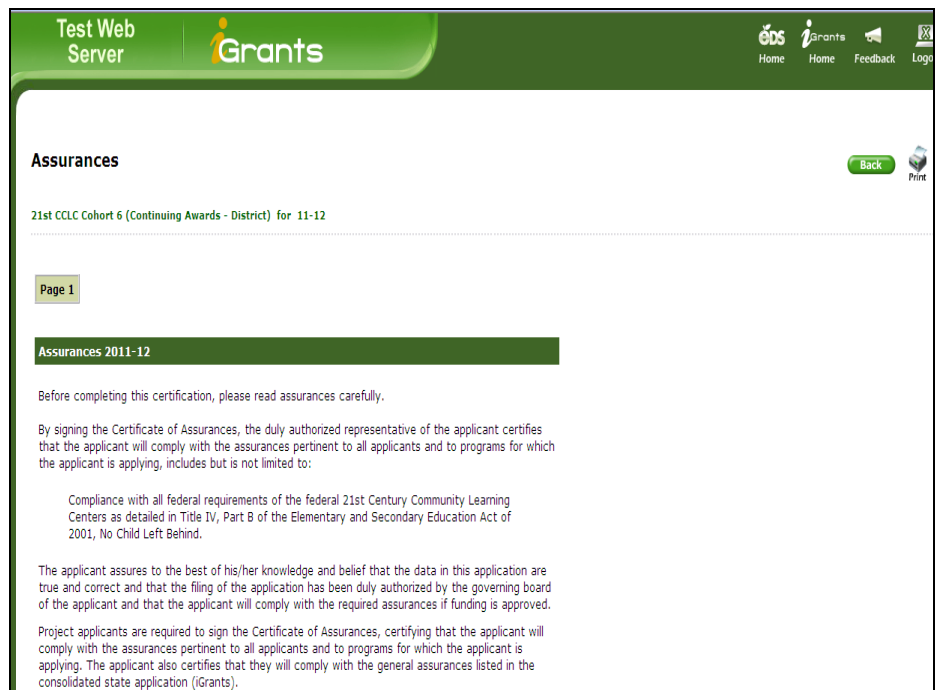
Select a Fiscal Year:

Select a Funding Type:

[Federal Grants](#)

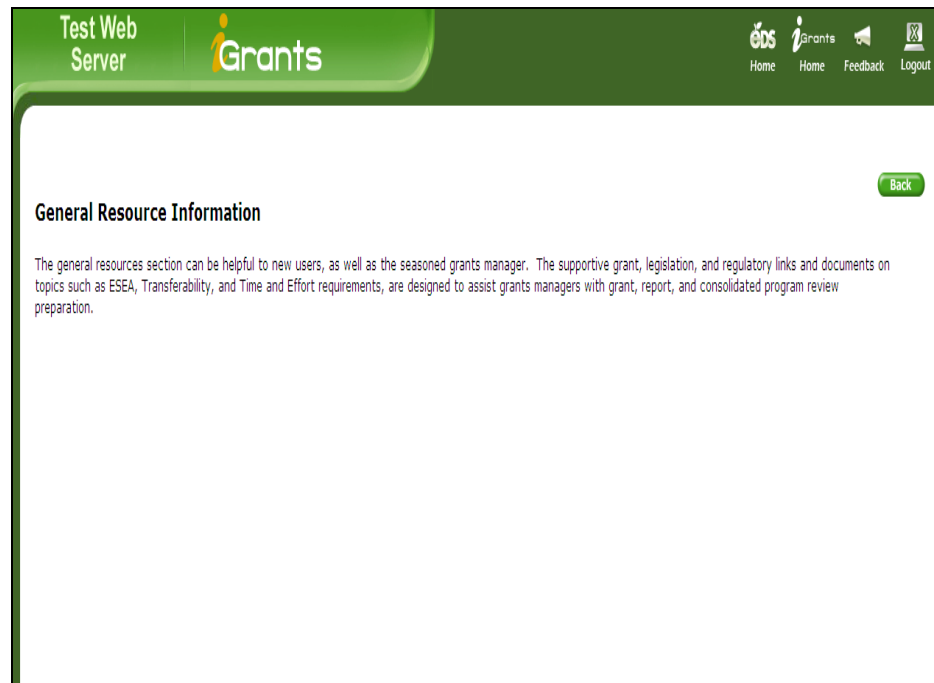
[State Grants](#)

2. Clicking any of the program links displays a page with the list of assurances associated with that program.



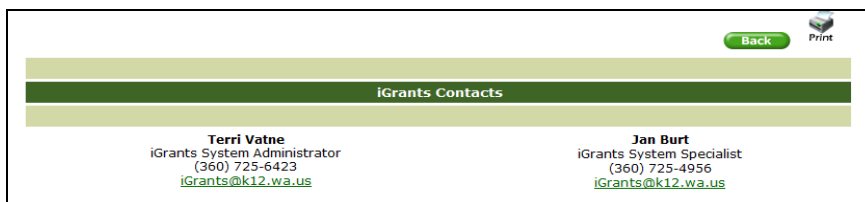
3. Clicking the **General Resource Information** link on iGrants home page displays links to supportive documents on topics such as:

- ❖ ARRA (Stimulus) Guidance
- ❖ DUNS Numbers
- ❖ ESEA
- ❖ Nine Characteristics
- ❖ Transferability & REAP Guidance
- ❖ Time and Effort
- ❖ Comparability
- ❖ Lifecycle of a Grant
- ❖ Dollar Flow (Federal)
- ❖ Dollar Flow (State)
- ❖ Faith Based
- ❖ SAS Timeline



2.5 Customer Service

Clicking the **Contact Us with Technical Issues** link displays the iGrants technical support contact information.



Please contact. . .	When you need help with. . .
District Data Security Manager (school district)	<ul style="list-style-type: none"> • Setting up accounts (first-time users) • Login or access issues • Forgotten or expired passwords • Changing role assignments • Technical assistance with local computer and/or network
Customer Support / 800-725-4311 #7 (ESD, college/university, non-profit or for-profit organization)	<ul style="list-style-type: none"> • Setting up accounts (first-time users) • Login or access issues • Forgotten or expired passwords • Changing role assignments
Program Contacts (see Profile Page for contact names and phone numbers)	All program related questions regarding: <ul style="list-style-type: none"> • Application content • Timelines/deadlines • Budgets • Appropriate use of funds
iGrants Staff 360-725-4956	Technical assistance due to iGrants system malfunction, e.g., <ul style="list-style-type: none"> • Data isn't saving • A calculation isn't working correctly • Trouble submitting a form package • Don't see a form package displayed on your list of available form packages
Grants Management Claims Staff Staci Brooks 360-725-6278 Holly Hill 360-725-6281 Michelle Sartain 360-725-6282	Contact the fiscal contact listed on the form package Profile Page for all questions regarding: <ul style="list-style-type: none"> • Claims

3. Entering Form Package Data

The **Form Package Selector** page displays when you log into the iGrants System. It is used to find form packages that have been created for current or past fiscal years, depending on the fiscal period selected in the drop-down in the left-hand corner of the page. The form package initially displays with the status of **Not Initiated**. The form package pages are sometimes pre-populated even though the status is Not Initiated. That means the data entered last year has been copied over to the current fiscal period. Clicking **Save** changes the form package status to **Draft**.

1. The initial view of the **Form Package Selector** page displays once you log into the iGrants system. The page displays the list of form packages a district can apply for.

Notes:

- Clicking the **Hide** link would hide the form package. This feature is specific to an individual computer.
- Click the **Include Hidden** checkbox and **Search** to **Unhide** the form package in the list.

The screenshot shows the iGrants Form Package Selector page. The left sidebar contains navigation links: Required Pages, Administrator, District, School, and Consortium. The main area has search filters: Fiscal Period (11-12), Form Package ID, Form Package Name, Funding Group Type (All), Funding Type (All), Milestone (All), and an Include Hidden checkbox. A table lists form packages with columns: ID, Name, OSPI Program Area, Form Pkg Available Date, Form Pkg Due Date, Current Form Pkg Status/Date, Modified, Modified (OSPI), Change Requests (Narrative/Data), and Budget Amount. The table shows several packages, including '21st Century Community Learning Centers' and '21st Century Community Learning Centers (Continuing Awards - District)'. The bottom of the page has links for Privacy Policy, Disclaimer, Customer Support, and Copyright.

2. The search feature on the Form Package Selector page is used to search for specific form packages.

Notes:

- To locate a form package, enter the **3-digit Form Package ID**; click Search.
- You can view information on form package name, ID#, available date, due date, current status, and budget info/status.
- The default is to display data sorted by organization, but you can sort differently by clicking on the column headers.

The screenshot shows the iGrants Form Package Selector page with search results for Form Package ID 219. The search filters are the same as in the previous screenshot. The table now shows a single result for Form Package ID 219, titled 'State Transitional Bilingual Instructional Program Bilingual'. The table columns are the same as in the previous screenshot. The bottom of the page has links for Privacy Policy, Disclaimer, Customer Support, and Copyright.

- Clicking form package name or the ID displays the form package detail pages.

Notes:

- The contact page is the default page which displays, when you click the form package name or ID.
- Enter or update the data as required and click **Save**.
- The top of the page displays the form package name and the current status.
- Clicking **Set Back to Draft** icon would change the page status to draft and the icon changes to **Mark Completed**.
- After entering the data, click **Save** and **Mark Completed**.

- Clicking the **Application** tab, displays the form package pages.

Notes:

- Enter or update data as required and click the **Save** icon.
- Click the **Print All** icon to view and print all form package pages.
- After entering the data, click **Save** and **Mark Completed**.

(For OSPI Use Only)			
OSPI Approval Status	SAS Further Action Required	SAS Approval	REAP-Eligible SAS Approval

- Enter **Save** data on all the required pages and mark each page complete.

Note:

- Click **Next** to navigate between the pages.

The screenshot shows the iGrants application interface for the '274 Perkins (5-Year) Application Plan (Skill Centers Only)'. The current form package status is 'Not Initiated'. The left sidebar contains navigation links for Profile Page, Instructions, Required Pages, Administrator, District, School, Consortium, All Budgets, and Report Tool. The main content area shows a 'Page 1' dropdown menu with the following options: Milestone Viewer, Page 1 SAS (Not Initiated), Page 2 Assurances (Not Initiated), Page 3 Request Waiver Form (Not Initiated), Page 4 Required Uses (Not Initiated), Page 5 Allowable Activities (Not Initiated), Page 6 State Levels of Performance (Not Initiated), Page 7 Teacher Data (Not Initiated), and Page 8 Program of Study/Certification (Not Initiated). Below the dropdown, there is a 'Grant Administration Timeline for Substantially Approvable Status (SAS)' link and a 'SAS Tutorial' link. At the bottom, there is a table for OSPI Use Only.

(For OSPI Use Only)			
OSPI Approval Status	SAS Further Action Required	SAS Approval	REAP-Eligible SAS Approval

- Select the **Milestone Viewer** from the page drop-down to display the status of all form package pages.

Note:

- Clicking the page icon will display that page.

The screenshot shows the iGrants application interface with the 'Milestone Viewer' selected. The main content area displays a table showing the status of all form package pages. The table has 5 columns and 2 rows of data.

Page 1 SAS	Page 2 Assurances	Page 3 Request Waiver Form	Page 4 Required Uses	Page 5 Allowable Activities
Not Initiated	Not Initiated	Not Initiated	Not Initiated	Not Initiated

Page 6 State Levels of Performance	Page 7 Teacher Data	Page 8 Program of Study/Certification
Not Initiated	Not Initiated	Not Initiated

7. Clicking the **Budget** tab displays either the page to create a new budget or the list of existing budgets.

Notes:

- If you are creating a new budget, click the **New** button which will take you to the **Budget Indirect Rate Calculator**.
- If you are taking less than the indirect amount displayed, enter the amount in the white field, then use the **Calculate** button to recalculate the **Budgeted Direct Expenditures** amount.

The screenshot shows the 'Grants' application interface. At the top, there's a header with 'Test Web Server' and 'Grants' logo. On the right, user information for 'Puneet Anya' is visible. The main content area is titled '274 Perkins (5-Year) Application Plan (Skill Centers Only)' with a status of 'Not Initiated'. A navigation bar includes tabs for 'Help', 'Contact', 'Application', 'Budget' (selected), 'Finish', 'Notify', and 'Notes'. On the left, a sidebar lists various options like 'Profile Page', 'Instructions', 'Required Pages', 'Administrator', and 'District'. The main form is the 'Budget Indirect Rate Calculator'. It contains fields for 'Allocated Budget Amount' (\$0), 'Indirect Rate' (0.02250), 'Indirect Amount' (\$0), and 'Take Less Than Indirect Amount' (a white input field). Below these is 'Budgeted Direct Expenditures' (\$0). At the bottom of the form are 'Continue', 'Calculate', and 'Help' buttons.

8. Clicking the **Help** hyperlink displays the help page with the information on Budget Indirect Rate calculator.

The screenshot shows the 'Budget Indirect Rate Calculator Help' page. It provides detailed instructions for each field in the calculator. The text is as follows:

- Allocation Amount:** This amount should match the Total Budgeted Expenditures cell located at the bottom of the budget matrix.
- Indirect Rate:** Percentage of grant used for allowable indirect costs. These rates are calculated by School Financial Services.
Indirect cost limits ensure that state and federal moneys are expended for intended uses and for allowable costs. Allowable costs include expenditures directly traceable to the program (**direct expenditures**) plus a limited allowance for overhead or **indirect expenditures**.
- Indirect Amount:** Maximum amount allowed based on the following calculation:
Allocation Amount divided by 1.(indirect rate) multiplied by (indirect rate).
Example: \$929,069 / 1.023 X 0.023 = \$20,888
- Take Less, Than Indirect Amount:** Less than the indirect amount can be taken. Never more than indirect amount.
Example: \$20,888 maximum amount. Districts choosing 0 to \$20,887 is allowed. If \$20,889 or more, an alert message will appear.
- Budgeted Direct Expenditures:** This amount is distributed throughout object and activity cells within the budget matrix. Budgeted Direct Expenditures, plus the Indirect Amount should equal the Total Budgeted Expenditures matching the Allocation Amount.
(remainder to distribute within matrix cells)
- Total Budgeted Expenditures:** This is the grand total of the budget. This figure should match the allocation amount.
(matches the allocation amount)

- Clicking **Continue** on the Budget Indirect Rate Calculator page displays the **Budget Matrix**.

Notes:

- Enter/update data as required; click **Save**.
- Click **Back to Calculator** icon if you need to review figures from the calculator page.
- Once you click **Calculate Matrix**, the page refreshes to display the calculated values. Clicking **Save** will also calculate the page.
- Enter **Comments** at the bottom of the page, if appropriate, and click **Save**.
- Click **Mark Completed** to finalize budget. A check mark will display in the budget tab.

- Once you enter data, save, and mark all pages complete, click the **Finish** tab. The page refreshes to display icons for all form package components.

Notes:

- The **Finish** page will display a check mark in each icon if that section is complete. If there is not a check mark in the icon, go back to that tab and make sure all pages are marked completed.
- All the icons, including the one for Required Pages (located in the left-hand navigation bar), must display a check mark in order to submit a form package for internal Org Review.


- Once all pages have been marked compete and you have clicked the Finish tab, click the **Notify** tab to send an email to your organization's iGrants Administrator.


Notes:

- Click the **Send Message** button to send the email.
- Current form package status now changes to **Under Org Review**.


- Once you have clicked Notify and the form package has been assigned the status of Under Org Review, the form package can be submitted to OSPI for review.

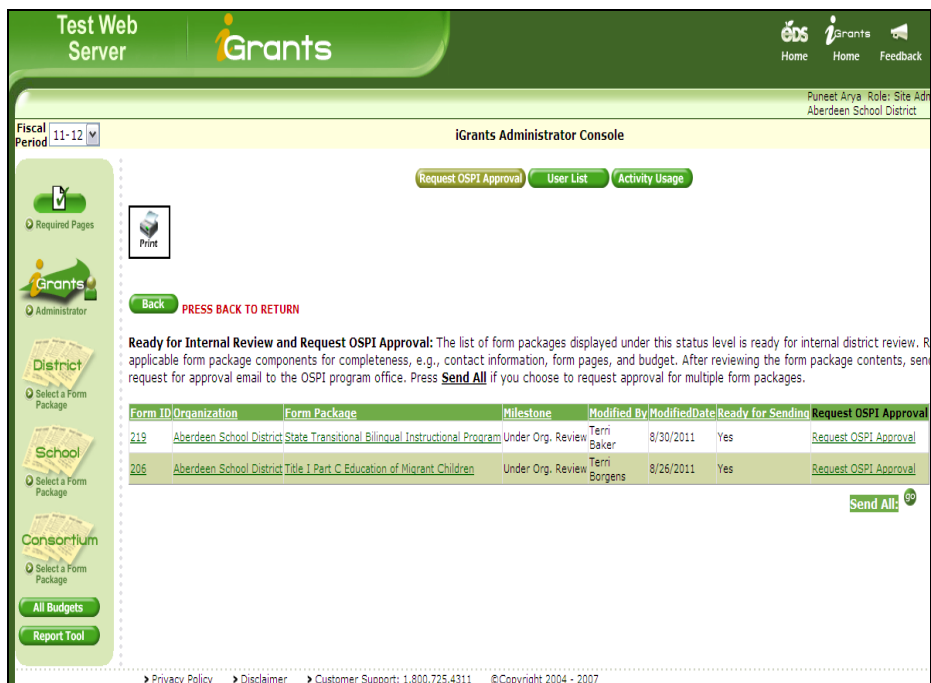
Notes:

- Submitting a form package to OSPI** can only be done by your organization's iGrants Administrator.
- The iGrants Administrator must click the **iGrants Administrator** icon in the left-hand navigation bar to reveal the **iGrants Administrator Console**.
- Click the  button to display form packages ready to send to OSPI for approval.

13. Clicking the  button displays the list of form packages ready to submit to OSPI.

Notes:

- Clicking the **Request OSPI Approval** link changes the form package status to **Requested OSPI Approval** and sends an email to the OSPI program manager.
- Clicking the **Send All**  button submits all the form packages displayed on the list.
- Once the form package status is changed to **Requested OSPI Approval**, the organization is locked out and cannot make further changes.



Test Web Server **iGrants** Home Home Feedback

Puneet Arya Role: Site Admin Aberdeen School District

Fiscal Period: 11-12 iGrants Administrator Console


Request OSPI Approval User List Activity Usage

Print

Back PRESS BACK TO RETURN

Ready for Internal Review and Request OSPI Approval: The list of form packages displayed under this status level is ready for internal district review. Review applicable form package components for completeness, e.g., contact information, form pages, and budget. After reviewing the form package contents, send request for approval email to the OSPI program office. Press **Send All** if you choose to request approval for multiple form packages.

Form ID	Organization	Form Package	Milestone	Modified By	Modified Date	Ready for Sending	Request OSPI Approval
219	Aberdeen School District	State Transitional Bilingual Instructional Program	Under Org. Review	Terri Baker	8/30/2011	Yes	Request OSPI Approval
206	Aberdeen School District	Title I Part C Education of Migrant Children	Under Org. Review	Terri Borgens	8/26/2011	Yes	Request OSPI Approval

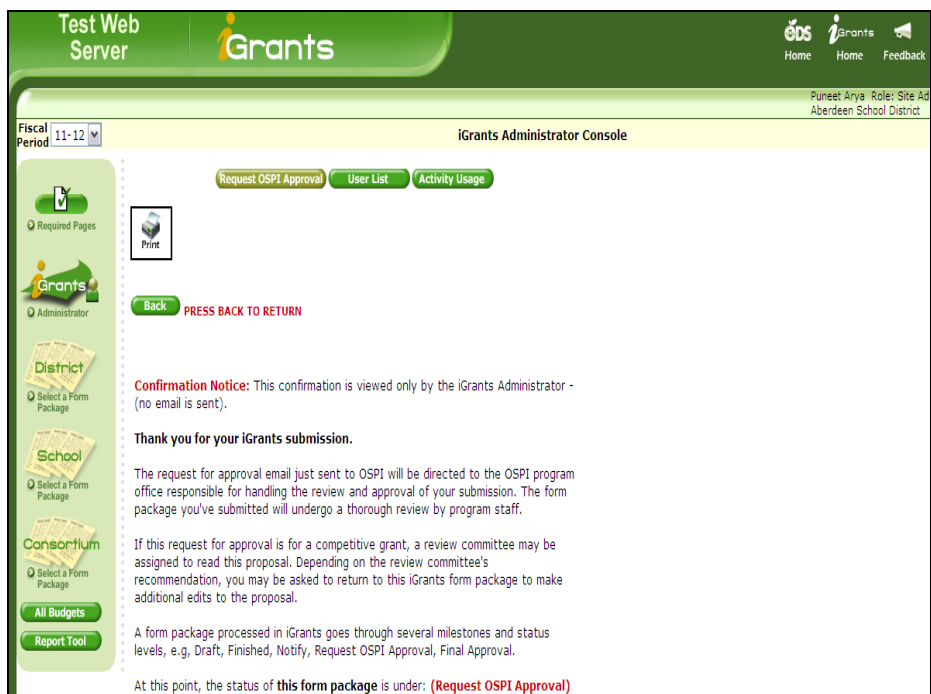
Send All: 

Privacy Policy Disclaimer Customer Support: 1.800.725.4311 ©Copyright 2004 - 2007

14. Clicking the **Request OSPI Approval** link displays the **Confirmation Page**.

Notes:

- Click the **Print** icon to print.
- Click the **Back** button to navigate to the previous page.
- The iGrants Administrator can also access the **User List** and **Activity Usage** tabs to get information on iGrants users and system usage.



Test Web Server **iGrants** Home Home Feedback

Puneet Arya Role: Site Admin Aberdeen School District

Fiscal Period: 11-12 iGrants Administrator Console

Request OSPI Approval User List Activity Usage

Print

Back PRESS BACK TO RETURN

Confirmation Notice: This confirmation is viewed only by the iGrants Administrator - (no email is sent).

Thank you for your iGrants submission.

The request for approval email just sent to OSPI will be directed to the OSPI program office responsible for handling the review and approval of your submission. The form package you've submitted will undergo a thorough review by program staff.

If this request for approval is for a competitive grant, a review committee may be assigned to read this proposal. Depending on the review committee's recommendation, you may be asked to return to this iGrants form package to make additional edits to the proposal.

A form package processed in iGrants goes through several milestones and status levels, e.g. Draft, Finished, Notify, Request OSPI Approval, Final Approval.

At this point, the status of **this form package** is under: **Request OSPI Approval**

15. Click on the **Notes** tab to enter and view notes.

Notes:

- All system-generated emails are recorded in Notes.
- You may also manually enter notes in the text box and click the **Add** button. The page refreshes to display your message in the notes table. The system will also record your name and the date of manual entry.

The screenshot displays the iGrants application interface. At the top, there is a green header bar with 'Test Web Server' and the 'iGrants' logo. On the right side of the header, there are links for 'Home' and 'Feedback'. Below the header, a yellow banner displays 'Fiscal Period 11-12' and '274 Perkins (5-Year) Application Plan (Skill Centers Only)'. The current form package status is 'Not Initiated'. A navigation bar contains buttons for 'Help', 'Contact', 'Application', 'Budget', 'Finish', 'Notify', and 'Notes'. The 'Notes' tab is selected. On the left sidebar, there are links for 'Profile Page', 'Instructions', 'Required Pages', 'Administrator', 'District', 'School', and 'Consortium'. The main content area features a 'Print' button and a large text box with an 'Add' button. Below the text box is a table titled 'Written By Written On Note' with columns for 'Edit', 'Written By', 'Written On', and 'Note'. The table contains one entry: 'Puneet Arya' written on '8/29/2011' with the note 'Form Package'. A 'Delete' button is located at the end of the row.

Written By	Written On	Note
Puneet Arya	8/29/2011	Form Package

4. Changing Form Package Data

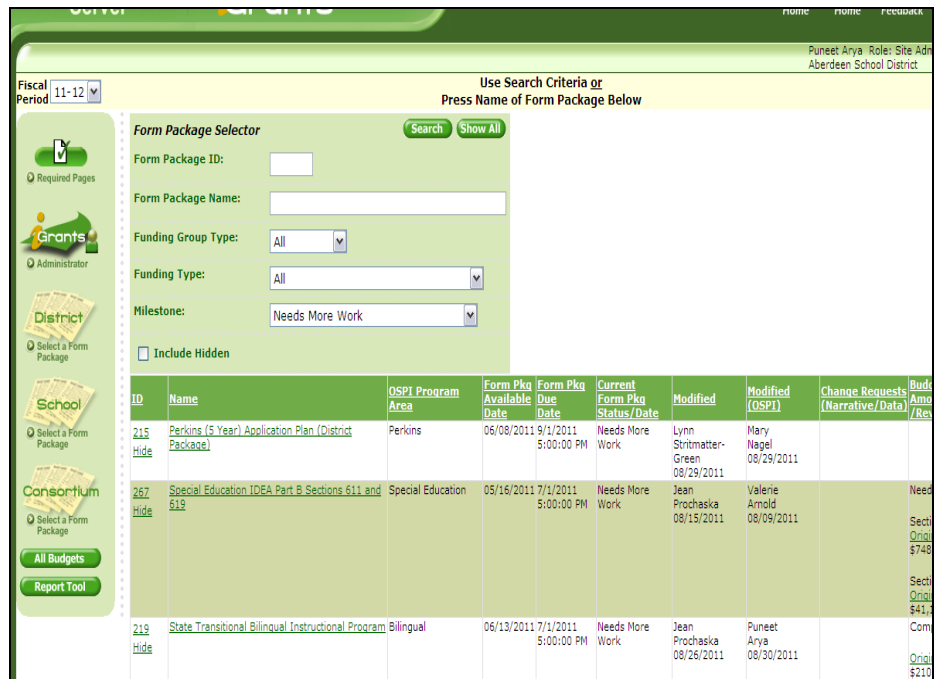
4.1 Pre-Approval Changes

Prior to form package approval, OSPI reviewers often send form packages back to districts for further work. The form package status is then changed from **Under OSPI Review** to **Needs More Work**.

1. To find form packages that have been put under Needs More Work, use the Milestone drop-down on the Form Package Selector page. Select **Needs More Work** and click **Search**. The page refreshes to display only those form packages in Needs More Work status.

Note:

- Click form package name or ID to see the form package data.

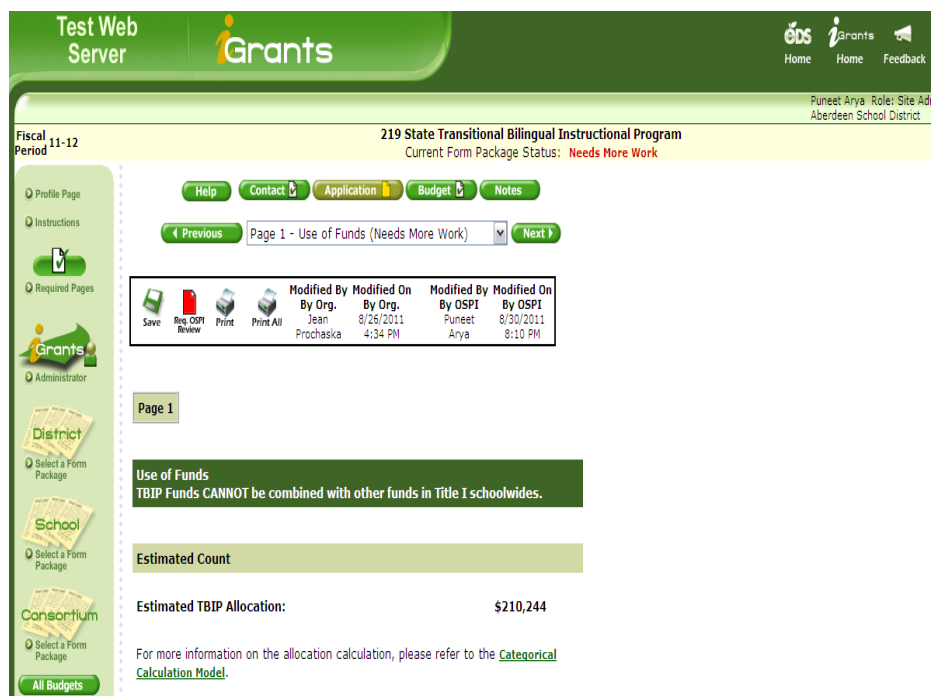


ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified	Modified (OSPI)	Change Requests (Narrative/Data)	Bud. Amo /Rev.
215 Hide	Perkins (5 Year) Application Plan (District Package)	Perkins	06/08/2011	9/1/2011 5:00:00 PM	Needs More Work	Lynn Strimatter-Green 08/29/2011	Mary Nagel 08/29/2011		
267 Hide	Special Education IDEA Part B Sections 611 and 619	Special Education	05/16/2011	7/1/2011 5:00:00 PM	Needs More Work	Jean Prochaska 08/15/2011	Valerie Arnold 08/09/2011		Need Sect. 611 \$748
219 Hide	State Transitional Bilingual Instructional Program	Bilingual	06/13/2011	7/1/2011 5:00:00 PM	Needs More Work	Jean Prochaska 08/26/2011	Puneet Arya 08/30/2011		Com Sect. 611 \$411

2. The tab containing pages that need more work displays a **Yellow icon**. Pages needing more work show a status of **Needs More Work** on the drop-down list of pages. (If there is only one page in the form package, this is not the case.)

Notes:

- Click **Req. OSPI Review** when done with changes .
- The **form package status will remain as Needs More Work** until OSPI puts the corrected page(s) under review. At that point, status will change to **Under OSPI Review**.



Test Web Server | **Grants** | Home | Home | Feedback

Puneet Arya Role: Site Admin
Aberdeen School District

Fiscal Period: 11-12

219 State Transitional Bilingual Instructional Program
Current Form Package Status: **Needs More Work**

Help | Contact | Application | Budget | Notes

Previous | Page 1 - Use of Funds (Needs More Work) | Next

Save | Req. OSPI Review | Print | Print All

Modified By: Jean Prochaska | Modified On: 8/26/2011 4:34 PM | Modified By: Puneet Arya | Modified On: 8/30/2011 8:10 PM

Page 1

Use of Funds
TBIP Funds CANNOT be combined with other funds in Title I schoolwides.

Estimated Count

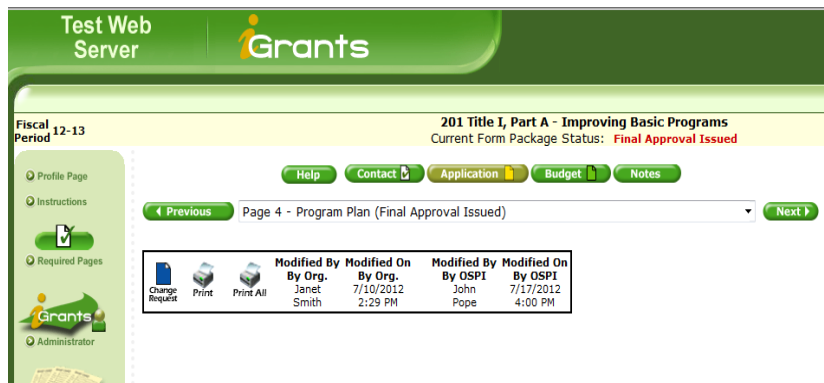
Estimated TBIP Allocation: \$210,244

For more information on the allocation calculation, please refer to the [Categorical Calculation Model](#).

4.2 Post-Approval Changes – Form Package Pages

1. To change data on a page *after* form package approval, use the blue Change Request icon.

Clicking on the **Change Request** icon will bring up an email to send to OSPI requesting them to unlock a page so you can make changes. The form package status will remain **Final Approval Issued**, but **Forms Unlocked for Changes** will appear on the Form Package Selector page for that form package.

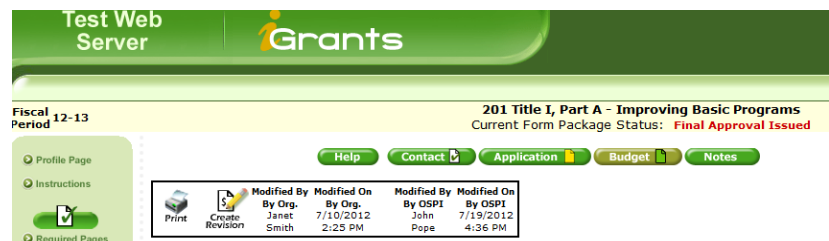


2. When you have finished making your changes, click the red **Req. OSPI Review** button to bring up the OSPI notification email.
3. After reviewing your changes, OSPI staff will either send it back for further changes or mark the page approved.



4.3 Post-Approval Changes – Budget Revisions

1. To revise a budget, click into the current approved budget.
2. Click the **Create Revision** icon. This will take you to the budget calculator.
3. Click **Continue** to get to the budget matrix.
4. Manually redistribute dollar amounts to desired fields and click **Save**.

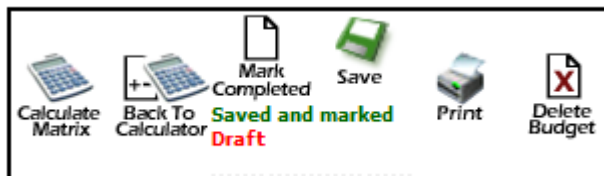


Note: If an **error message** comes up after clicking Save, you will need to **correct the error** before the system will save your changes.

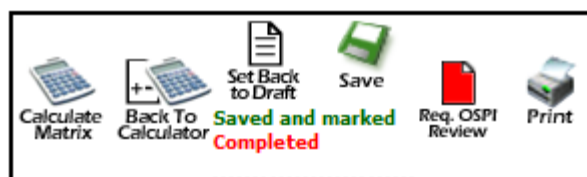
5. Changes will be recorded at the bottom of the budget matrix page. Record the reason for your changes in the **Revision Comments** field.

Changes Made			Revision comments
Field	Previous	New	Reason for revision stated here.
Activity 27 0	\$0	\$798	
Activity 27 2	\$798	\$0	

6. Click the **Mark Completed** icon. At that point, the Req. OSPI Review icon will appear.



7. Click the red **Req. OSPI Review** icon to bring up the email to send to OSPI alerting them to your budget revision.



8. Send the email to OSPI.

9. OSPI program staff will review your budget revision and forward it to grants management. Once grants management has recorded the revision in the claims system, OSPI program staff will approve the budget revision. At that point, you will be able to make claims against your revised budget amounts.

Fiscal Period 12-13

201 Title I, Part A - Improving Basic Programs
Current Form Package Status: **Final Approval Issued**

Help Contact Application Budget Notes

Send Message Cancel

From: Terri Vatne - terri.vatne@k12.wa.us
☐ Use "DoNotReply@k12.wa.us". Only use this if you are experiencing problems receiving e-mails.

To: d_title1a@k12.wa.us

CC:

Subject: **Lamont School District Is Requesting Review Of Budget Revision (Title I, Part A - Improving Basic Programs (201) 12-13)**

Message: Request to Review Budget Revision Notification (sent to OSPI program office):
The organization listed in the From address of this email is requesting a budget revision. Please review.

Comments: Thank you.

5. Claims

If you have **questions regarding claims**, please do *not* contact iGrants. Contact the fiscal person listed on the profile page for that particular form package.

Grants Management Claims System Contacts

Staci Brooks
Director Grants Management
(360) 725-6278
staci.brooks@k12.wa.us



Holly Hill
Fiscal Analyst
(360) 725-6281
holly.hill@k12.wa.us

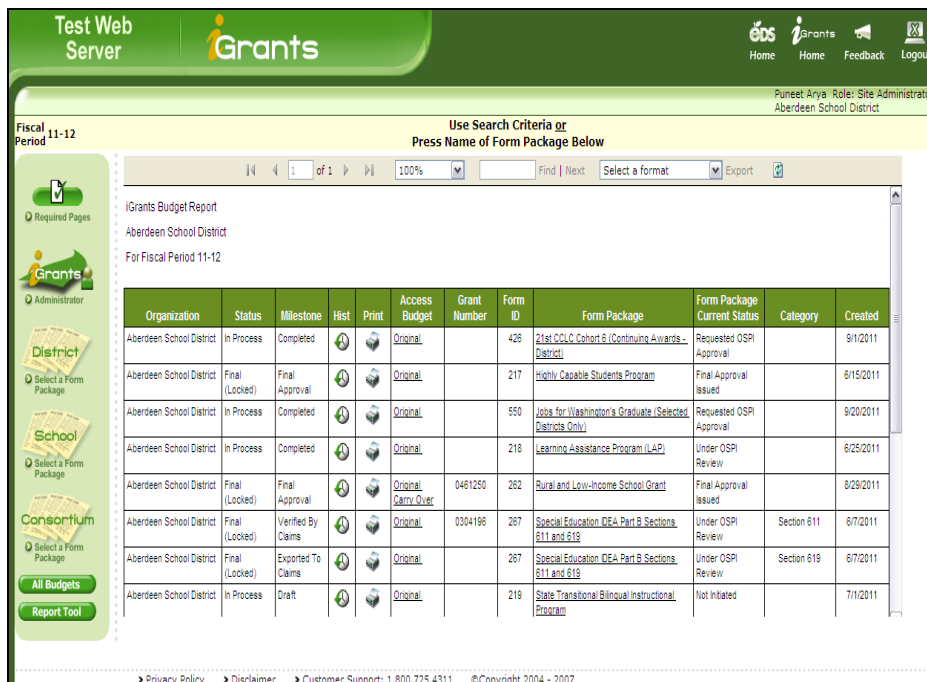
Michelle Sartain
Fiscal Analyst
(360) 725-6282
michelle.sartain@k12.wa.us

6. All Budgets Report

1. Clicking the **All Budgets** button in the left-hand navigation bar displays the **iGrants Budget Report** page with links to all budgets.


Notes:

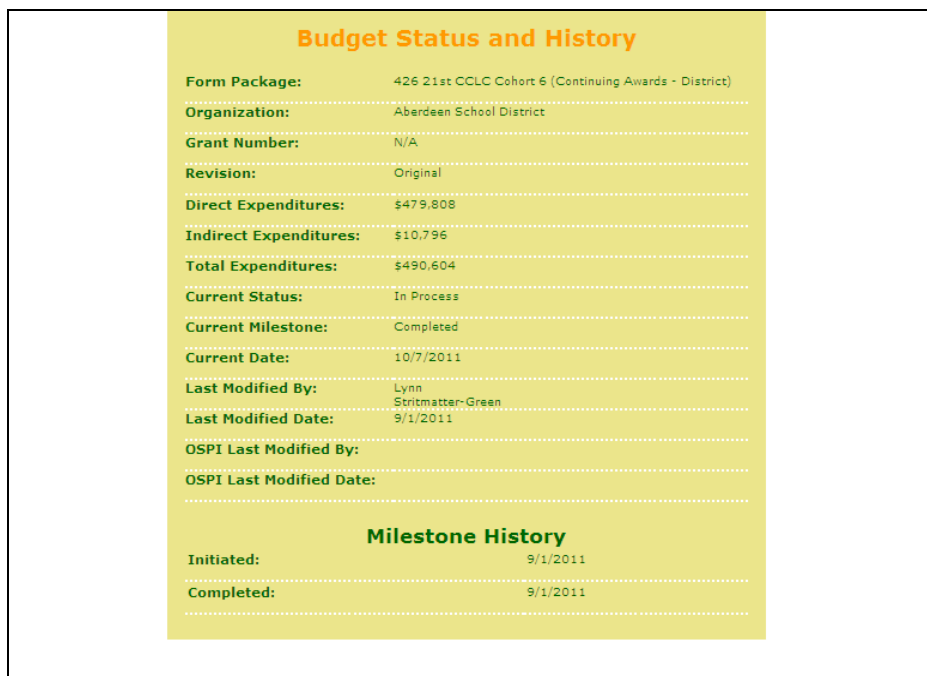
- The **Budget Report** page displays budgets for current fiscal period only.
- Click the  icon to view the budget status and history.
- Click the  icon to print.
- Click **Access Budget** link or the form package name to view the budget.



iGrants Budget Report
Aberdeen School District
For Fiscal Period 11-12

Organization	Status	Milestone	Hist	Print	Access Budget	Grant Number	Form ID	Form Package	Form Package Current Status	Category	Created
Aberdeen School District	In Process	Completed			Original		426	21st CCLC Cohort 6 (Continuing Awards - District)	Requested OSPI Approval		9/1/2011
Aberdeen School District	Final (Locked)	Final Approval			Original		217	Highly Capable Students Program	Final Approval Issued		6/15/2011
Aberdeen School District	In Process	Completed			Original		550	Jobs for Washington's Graduate (Selected Districts Only)	Requested OSPI Approval		9/20/2011
Aberdeen School District	In Process	Completed			Original		218	Learning Assistance Program (LAP)	Under OSPI Review		8/25/2011
Aberdeen School District	Final (Locked)	Final Approval			Original	0481250	262	Rural and Low-Income School Grant	Final Approval Issued		8/29/2011
Aberdeen School District	Final (Locked)	Verified By Claims			Original	0304198	267	Special Education IDEA Part B Sections 611 and 619	Under OSPI Review	Section 611	8/7/2011
Aberdeen School District	Final (Locked)	Exported To Claims			Original		267	Special Education IDEA Part B Sections 611 and 619	Under OSPI Review	Section 619	8/7/2011
Aberdeen School District	In Process	Draft			Original		218	State Transitional Bilingual Instructional Program	Not Initiated		7/1/2011

2. Clicking the  icon on the Budget Report page displays the **Budget Status and History** page in a new window.



Budget Status and History

Form Package: 426 21st CCLC Cohort 6 (Continuing Awards - District)

Organization: Aberdeen School District

Grant Number: N/A

Revision: Original

Direct Expenditures: \$479,808

Indirect Expenditures: \$10,796

Total Expenditures: \$490,604

Current Status: In Process

Current Milestone: Completed

Current Date: 10/7/2011

Last Modified By: Lynn Stritmatter-Green

Last Modified Date: 9/1/2011

OSPI Last Modified By:

OSPI Last Modified Date:

Milestone History

Initiated: 9/1/2011

Completed: 9/1/2011

7. Report Tool

The Report tool is used to generate and print a report. Currently, clicking the **Report Tool** icon in the left-hand navigation bar takes you back to the **Form Package Selector** page (see section 2.3) where you can search and print the form package data.

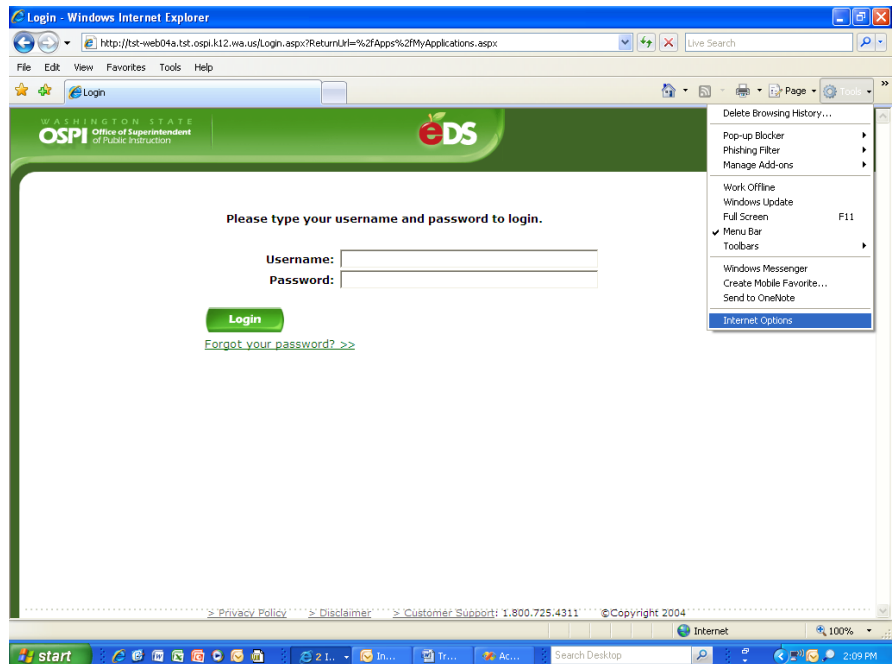
Note: iGrants is working on a future enhancement that will enable districts to run form package reports and download as Excel documents. This section of the user manual will be updated with instructions on how that works once the enhancement is in place.

The screenshot shows the iGrants web application interface. At the top, there's a green header with 'Test Web Server' and the 'iGrants' logo. To the right of the logo are links for 'eds Home', 'iGrants Home', and 'Feedback'. Below the header, a user profile bar shows 'Puneet Arya Role: Site Administrator Office of Superintendent of Public Instruction'. The main content area is titled 'Form Package Selector' and includes a 'Search' button and a 'Show All' button. Below these are input fields for 'Form Package ID:', 'Form Package Name:', 'Funding Group Type:' (with a dropdown menu set to 'All'), 'Funding Type:' (with a dropdown menu set to 'All'), and 'Milestone:' (with a dropdown menu set to 'All'). On the left side, there's a navigation bar with icons for 'Administrator', 'District', 'School', and 'Consortium', each with a 'Select a Form Package' link. Below these are 'All Budgets' and 'Report Tool' buttons. The footer contains links for 'Privacy Policy', 'Disclaimer', and 'Customer Support: 1.800.725.4311', along with a copyright notice '©Copyright 2004 - 2007'.

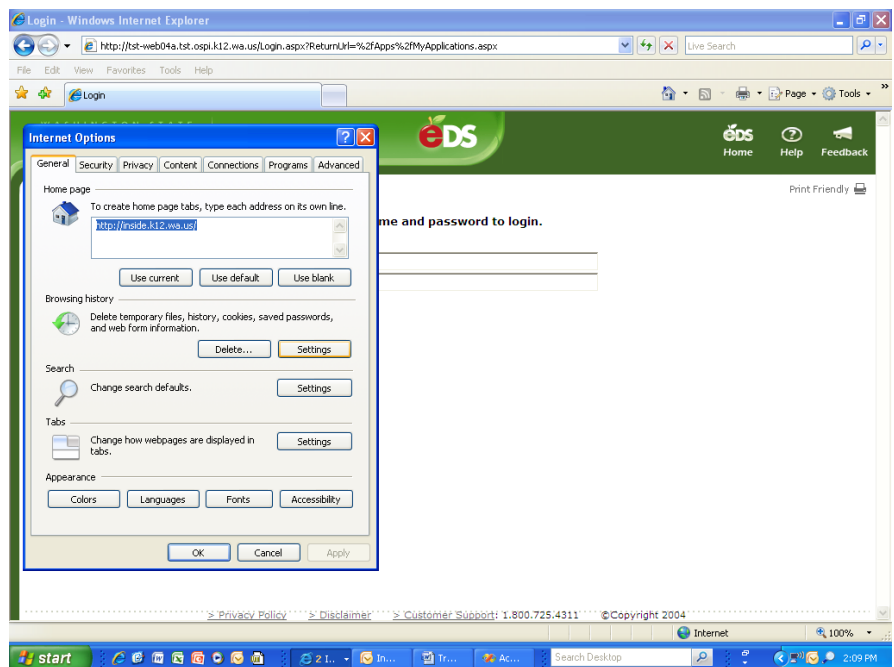
(See section 2.3 for details)

Appendix A – Adjusting the Browser Settings

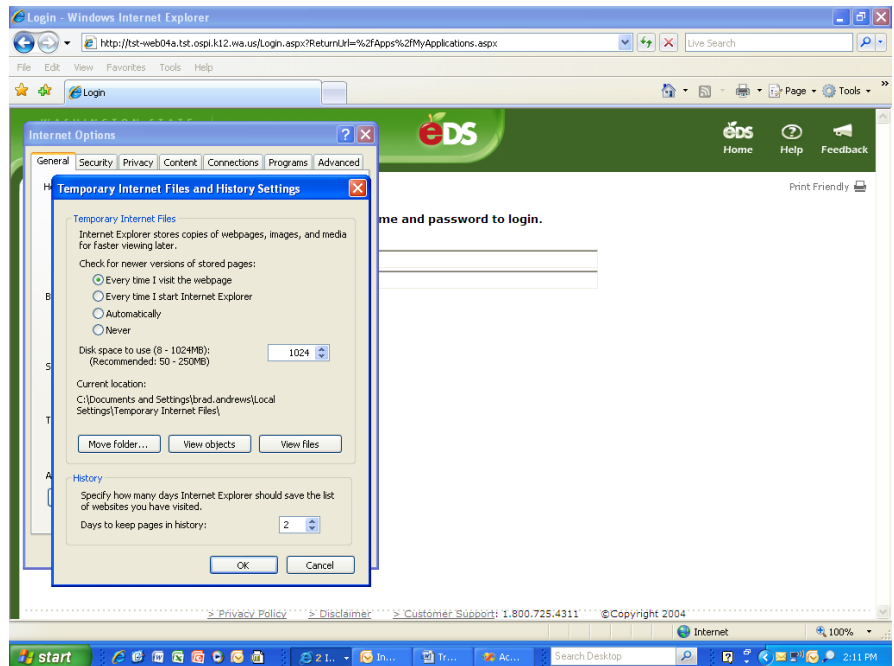
1. To ensure that screens and reports display correctly, use Internet Explorer (IE) as your Web browser. You may need to adjust the browser settings for IE. In the top right-hand corner of the browser window, click on the Tools icon. In the drop-down list that displays, select **Internet Options**.



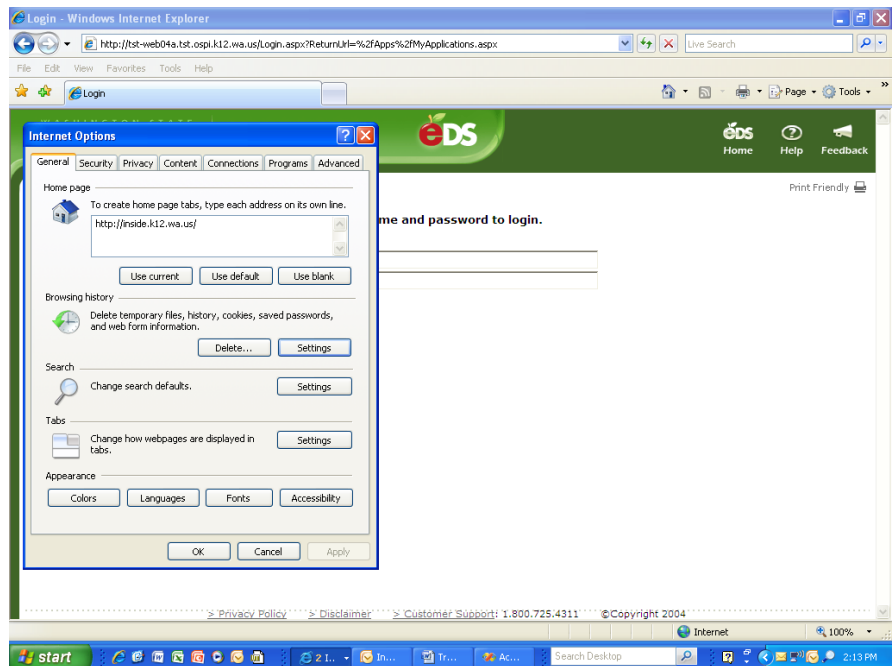
2. A window will display with Internet Options. On the **General** tab, under the heading Browsing history click the **Settings** button.



- Another window will display with Temporary Internet Files and History Settings. Under the heading **Temporary Internet Files**, select the first radio button that says **Every time I visit the webpage**. Click OK.



- This window will close and the Internet Options window will display. Click **OK again** to close this window.
- Your browser settings are now adjusted and will **remain the default** each time you open the IE browser.



Appendix B – Track Changes

Purpose

The iGrants track changes enhancement addresses the need to identify changes to a form package after it was copied from prior fiscal period or OSPI has returned it to an applicant organization for changes.

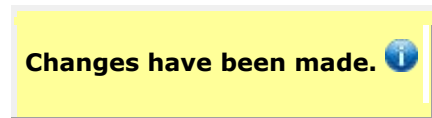
How It Works

When pre-determined milestones occur (e.g., “Needs More Work” during initial review or “Unlock Page” for post-approval changes), a snapshot is taken of the values on each page where the milestone occurs. If a change is made to a value on a page with such a snapshot, a banner will display at the top of the page, and a message or button will appear directly below each changed value.

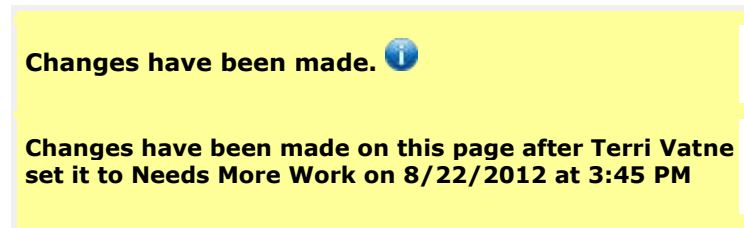
For example, when form package data is copied over from a previous fiscal period, snapshots are taken of every page in the form package. Any changes made prior to submission will be displayed as explained in the examples below.

Event: A school district revises values on a page which has a snapshot.

Track Changes Response: A banner displays at the top of the page which reads, “Changes have been made.”




Clicking the blue “i” will display more information about the snapshot as illustrated below:



Note: In general, a button or message appears directly below each changed value. The following examples explain what to expect for each type of data field.

Numerical Field: A  toggle button appears.

Clicking the  button will open a box displaying the field with deleted and added numbers highlighted. Deleted number is highlighted in red. Added number is highlighted in green.

Example:

Female	Male
<input type="text" value="1"/>	<input type="text" value="1"/>
<input type="button" value="Hide Changes"/>	<input type="button" value="Hide Changes"/>
<div>01</div>	<div>01</div>

After reviewing the changes, clicking on button will collapse the track changes display.

Text Box: A toggle button appears.

Clicking the button will open a box displaying the text with deleted and added text highlighted. Deleted text is highlighted in red. Added text is highlighted in green.

Example: There are presently currently 227 8th grade students at Miller Junior High.

After reviewing the changes, click the button to collapse the track changes display.

Radio Button: A message appears indicating the former response.

Example:

Have 50 percent of your teachers been trained? ☐ Yes ☒ No

Changed from Yes

Drop Down: A message appears indicating the former response.

Example:

Changed from No

Check Box: The message “Changed” appears, meaning if it’s checked now, it wasn’t before, and vice versa.

Example:

☒ Option #1

Changed

“New” Section Added: The message “Section Added” appears. The added section is highlighted in green.

Section Added

School Name: <input type="text" value="New Section"/>	
Definition of Excused Absence	<input type="text"/>
Total Excused Absences	<input type="text"/>
Definition of Unexcused Absence	<input type="text"/>
Total Unexcused Absences	<input type="text"/>

“New” Section Deleted: The **Show Deleted Section** toggle button appears.

Clicking the **Show Deleted Section** button will display the deleted section highlighted in red. The button changes to **Hide Deleted Section**.

Hide Deleted Section

School Name: <input type="text" value="J.M. Weatherwax High School"/>	
Definition of Excused Absence	<input type="text" value="Any absence with a parent/guardian excuse acceptable to school officials."/>
Total Excused Absences	<input type="text" value="9314"/>
Definition of Unexcused Absence	<input type="text" value="Any absence with or without a parent excuse that is deemed unacceptable to school"/>
Total Unexcused Absences	<input type="text" value="4653"/>

Snapshots Deleted:

Event: An OSPI Program Manager Approves a page.

Track Changes Response: The snapshot of the page is deleted if a snapshot existed. All track changes buttons and banners disappear.

Note: Track changes buttons and banners will not show up on a printed copy of a page.